



Commission

OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



GROUNDS SUPERVISOR

JOB SUMMARY:

Under the general direction of the Director of Maintenance, Operations and Facilities, assists in planning, organizing, coordinating and supervising the work of grounds and landscape upkeep throughout the District; supervises the work of District grounds employees; serves in an advisory capacity with contractors to coordinate grounds projects on District properties.

CLASS CHARACTERISTICS:

This single incumbent classified management position is distinguished from other classifications in the Grounds Series in that the incumbent is expected to not only perform various grounds duties but to plan, assign, supervise, and evaluate the performance of district staff assigned to grounds keeping work. The incumbent is also expected to work independently in concert with the objectives, scheduling and general procedures established by the Director of Maintenance, Operations and Facilities.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*)

Plan, schedule and supervise the work of employees assigned to the Grounds Department; *E*

Ensure that the physical school grounds, including landscape, asphalt, cement, fences and playground equipment are maintained in a condition of operational excellence; *E*

Analyze grounds throughout the District, related equipment and material needs and make appropriate recommendations; *E*

Serve as an advisor to site and other administrators regarding school grounds needs; *E*

Serve as an advisor to contractors working on projects that involve grounds and other areas within assigned responsibility; *E*

Inspect and verify that equipment is in safe operating condition; maintain grounds areas in a safe, clean and orderly condition; *E*

Responsible for the overall health and upkeep of all trees throughout the district including safety measures and annual inspections; *E*

Review, prioritize work orders, assign tasks to ensure effective utilization of staff and timely completion of work which meets District standards and minimizes impacts on educational activities; *E*

Be directly responsible for the Integrated Pest Management Program (IPM) of the district; *E*

Assist in the selection, recognition, and discipline of grounds employees; *E*

Enforce various District policies and work rules; *E*

Assist in budget development, preparation of plans and specifications for repair, addition and alteration of grounds and equipment and estimate related costs; *E*

Furnish technical advice and assistance to grounds staff and/or contractors as necessary;*E*

Plan and conduct in-service activities and trainings; *E*

Develop, prepare and/or direct and approve the preparation of various reports; *E*

May represent the District on matters related to grounds upkeep, utility services at meetings with regulatory agencies, cities, school districts or contractors as necessary or required;

Keep current on modern practices in responsibility areas;

Perform other tasks and assume responsibility as may be assigned by proper authority.

SUPERVISION:

Receives general direction from the Director of Maintenance, Operations and Facilities.

Provides first level supervision to grounds keeping staff.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, materials and equipment used in maintenance and grounds work;
- Requirements for maintaining school grounds and equipment in a safe, clean and orderly condition;
- Laws, regulations and practices governing the construction, maintenance, repair upkeep of school grounds;
- Principles of effective personnel management and supervision;
- Relationships between grounds and maintenance trades;
- Coordinating, scheduling, and sequencing multi-craft projects;
- Safety rules, regulations, and practices related to grounds construction, and maintenance;

- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- English usage, spelling, grammar, punctuation, and math.

Ability to:

- Plan, schedule, organize, direct, supervise and evaluate the work of grounds personnel;
- Be fair and evenhanded in supervising grounds employees and employ progressive disciplinary methods when necessary;
- Work independently with little or no direction;
- Inspect and verify proper and safe work practices and procedures;
- Establish, schedule, direct and control a diversified maintenance and operations work program;
- Communicate effectively both orally and in writing;
- Estimate time, labor and material costs;
- Read, interpret and work from drawings and blueprints;
- Direct, compose, or delegate the preparation of records, reports, and other communications;
- Apply training, knowledge and experience so as to maximize efficiency and effectiveness of Department functions;
- Evaluate new safety, gardening/insecticide products or equipment and make recommendations;
- Supervise and direct grounds equipment maintenance;
- Operate various office equipment, including data and word processing equipment and software programs;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- High school diploma or equivalent.
- Technical, vocational or college level work relating to crafts, grounds, building trades, or other closely related field is desirable.

Experience:

- Progressively responsible experience supervising the care and service of grounds, preferably for educational facilities.

LICENSES REQUIRED:

- Possession of a valid and appropriate California Driver License.
- Possession of a valid California Department of Pesticide Regulation Qualified Applicator's Certificate/License is preferred.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Performs both sedentary administrative work in a typical office environment and oversight/inspection work in grounds and/or construction areas. Mobility sufficient to perform site inspections and verification of work completed. Visual acuity sufficient to read and proof business reports, fiscal ledgers, computer printouts, building or construction plans. Physical dexterity and ability to climb ladders, bend, stoop, also to operate motor vehicles, a personal computer, and other standard office equipment. Ability to occasionally lift, carry, and/or push objects weighing up to 100 pounds, and stand for long periods is required. Ability to communicate clearly and to understand and be understood in normal face-to-face or telephone communication. Has frequent direct contact with the public, employees, contractors and trade workers, occasionally in difficult interpersonal situations. Frequently works with high volumes and tight deadlines without guidance from supervisor. Employment contingent upon passing a physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Classification established approx 1981

Replaced by classification of Supervisor, Maintenance & Grounds 1986

Reactivated 8/14/08

Job Description Review and Revisions Effective: 11/12/15